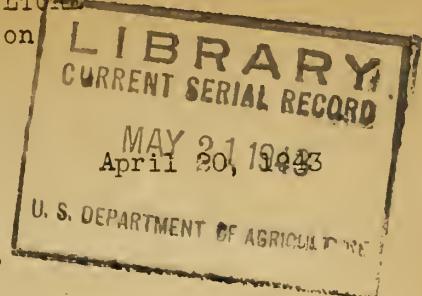


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

• 1. 422
12D61
401

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



DIRECTOR'S MEMORANDUM NO. 33

Supplement 1

Survey of Procedures and Utilization of Manpower in FDA

The Secretary of Agriculture in Memorandum No. 1050 directed each Administration and Office in the Department to survey its operating procedures for the purpose of eliminating, simplifying, and improving procedures. Both administrative activities and program operations are to be included, and the surveys are to get down to the work of individual employees.

Accordingly, the FDA will survey its operations in order to determine whether existing procedures and use of manpower are directed with maximum effectiveness to carrying out our war program. The Bureau of the Budget, the Office of Personnel, and the Office of Budget and Finance will participate with the Personnel Division, the Budget Division, and the Organization and Procedure Division in making the survey. Representatives of the above-named agencies will act as an advisory committee under the chairmanship of Mr. S. R. Newell, Assistant to the Director, in developing over-all plans and in suggesting techniques for the survey. Each branch and division chief will assign an official within his branch or division to work with the committee and with the Chief of the Organization and Procedure Division in the planning and operating stages of the survey. The name of the official assigned should be forwarded by memorandum to Mr. H. I. Dunkleberger, Chief, Organization and Procedure Division, not later than April 30.

Operating responsibility for carrying out the survey is assigned to the Organization and Procedure Division. Mr. Dunkleberger, as Chief of that Division, will act as Secretary of the Committee, will be responsible for carrying out the survey, and will recommend to the committee methods for improving procedures and obtaining more effective utilization of manpower. The committee will review such recommendations and report to the Director.

While the survey will be conducted on a program basis, the study of staff activities and their relation to program operations should not be neglected. Special attention should be given to the simplification and elimination of the requirements of staff divisions of FDA and their counterparts at the departmental and branch levels. Suggestions are invited for any changes in staff operations which will improve the services to operating officials

and reduce the amount of effort required by operating officials in obtaining services. All suggestions should be sent to the Chief of the Organization and Procedure Division.

This survey is necessary to enable us to further improve our procedures and our utilization of manpower so that we may contribute more effectively to the winning of the war. The cooperation of every employee of FDA during the survey will be appreciated.

Roy F. Hendrickson
Director

F-618